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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2003  
CHILD AND ADULT CARE FOOD PROGRAM  
FAMILY DAY CARE HOME SPONSOR MEMO #11**

**TO:** Family Day Care Home Sponsors

**FROM:** Marla J. Moss, Acting Supervisor  
Child and Adult Care Food Program

**DATE:** May 14, 2003

**SUBJECT: FISCAL YEAR 2004 PROVIDER APPLICATION PROCEDURES**

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The procedures to be used for the Fiscal Year 2004 provider application process are described in this memorandum.

*Please duplicate this memorandum in its entirety and distribute to all staff involved in the renewal process for future reference.*

A complete FY 2004 SM-4200-H Home Application and Provider/Sponsor Agreement must be on file with the Sponsor for each provider who will be participating in the Child and Adult Care Food Program during Fiscal Year 2004. When applicable, appropriate documentation related to eligibility of Tier I reimbursement rates must also be on file.

To allow for greater efficiency in approving applications and updating the Michigan Department of Education (MDE) database, please follow the procedures identified in this memorandum.

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<b>NEW PROVIDERS</b>
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Any provider who is signed up for participation in the Child and Adult Care Food Program *after* **FRIDAY, September 12, 2003**, will be considered a **new provider**.

Verification of the provider's State of Michigan, Child Day Care Registration/License must be on file with the sponsor. Acceptable documentation includes:

1. Photocopy of registration/license.
2. Photocopy of a State of Michigan, Child Day Care issuance letter. The letter\*, issued by a licensing agent, must include:
  - < The name of the person (provider) being issued a license/registration
  - < The provider's address
  - < The license/registration number
  - < A statement indicating the license/registration has been issued
  - < An effective and expiration date
  - < The terms (capacity, age, etc.) of the license/registration.

\* Additional phone documentation must be submitted with letters dated prior to January 1, 2003
3. Photocopy of the State of Michigan, Child Day Care printout CT-140 or CT-150 page with provider's name and applicable data highlighted.

Photocopy of the State of Michigan, Child Day Care Licensing web page with the provider's name and applicable data highlighted.

Sponsors must submit a FY 2003 **and** FY 2004 SM-4200-H Home Application to MDE for new providers for the period of September 13 through September 30, 2003. Staple the 2003 and 2004 applications together and submit.

A FY 2004 Home Application must be submitted for any new provider signed up after September 30, 2003. When approved, the MDE will return a photocopy of the approved FY 2003 and 2004 applications to the Sponsor.

<b>PROVIDERS WHO CHANGE SPONSORS</b>
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A provider who chooses to change to a different Sponsor for Fiscal Year 2004 is to be treated as a **new provider**. A FY 2004 SM-4200-H must be submitted to the MDE. Verification of the provider's State of Michigan Child Day Care registration/license must be on file with the sponsor.

The submitted application must be **complete and correct by October 1, 2003**, for the provider to be eligible for reimbursement October 1st.

Do **not** include new providers on your electronic text file.

<b>REOPENED PROVIDERS</b>
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Carefully review the language in the State of Michigan Child Care issuance letter. If the letter indicates a home has been reopened, it infers that the home was previously closed and therefore, is not eligible for CACFP approval or reimbursement for the time the home was closed.

A reopened home provider is to be treated as a **new provider**. A FY 2004 SM-4200-H must be submitted.

**Do not include reopened providers (new providers) on your electronic Provider Application Renewal text file.**

<b>REGISTRATION/LICENSE NUMBER CHANGES</b>
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**A new FY 2004-SM-4200-H must be submitted when a provider changes their State of Michigan, Child Care license/registration number. Do not submit an altered application.**

May 14, 2003

<b>RENEWING PROVIDERS</b>
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Any provider who has signed up for the CACFP prior to September 13, 2003, and wishes to continue participation in the CACFP for FY 2004 under the same sponsorship will be considered a **renewing provider**.

FY 2004 SM-4200-H Home Applications for renewing providers do not need to be submitted to the MDE. The Sponsor must have a Fiscal Year 2004 Home Application and Provider/Sponsor Agreement on file for each renewing/rollover provider and each new provider.

All "rollover" data must be submitted electronically to MDE in a .txt (text file) format. This data must be submitted no later than **October 5, 2003**.

Email your text file to Ginger Czubak at czubakg@michigan.gov. Label your text file with the Sponsor name and "Rollover FY 2004". Example: NW4CRolloverFY04.

The data on the rollover text file must be set up as follows:

1 –34 digits:	Provider name (last name, <b>space</b> , first name)* No apostrophes, company names, or numbers
35 –45 digits:	CIS license/registration number (DF or DG, followed by the numbers.
46 –51 digits:	Expiration date (Example: 011004 for January 10, 2004)
52 –57 digits:	Used to indicate meal types (Y for Yes, N for No)
52	Breakfast
53	AM Snack
54	Lunch
55	PM Snack
56	Supper
57	Evening Snack
58 -62 digits:	School District Code
63 -71 digits:	Sponsor Agreement Number

**\*List records in alpha or license number order.**

**All rollover providers must have a license expiration date that is valid on or after 10/01/2003, and is active on the Consumer Industry Services (CIS) website, unless they have an “Extension Letter” which needs to be on file with the Sponsor.**

**Information submitted after October 5, 2003 must also be submitted electronically. Paper documents will not be accepted.**

**The data on the electronic text file will be compared to the current fiscal (2003) data that is on the MDE J20 system. Following this process, the Sponsor will be mailed three (3) reports:**

- **Rollover Report**
- **Error Report**
- **Providers Deleted in the Current Year**

#### **Rollover Report**

**Providers listed on this report were approved in Fiscal Year 2003 and appear on the Sponsor’s electronic text file. These are true “rollovers”. Providers listed on this report are approved October 1, 2003, unless otherwise noted.**

## **Report of Errors**

Providers listed on this report were included on your electronic text file but were not approved to participate in Fiscal Year 2004. They will not automatically rollover.

A complete and correct FY 2004 SM-4200-H must be submitted **prior** to October 1, 2003, to be eligible for October 1, 2003, reimbursement for providers on this listing. The approval date for these providers will be identified on the approved copy of the application (FY 2004 SM-4200-H) that is returned to you.

## **Providers Deleted in the Current Year**

Providers appearing on this report have been deleted from the system for Fiscal Year 2004. These providers are not eligible to participate in Fiscal Year 2004 until they are approved. To be eligible for reimbursement, provider Renewal Application data must be e-filed to MDE no later than November 30, 2003.

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<b>TIME LAPSE</b>
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Occasionally a time lapse occurs between a provider's registration/license **expiration date** and their new license/registration **effective date**. When this occurs, a written explanation must be submitted explaining the reason(s) for the lapse.

We will accept written documentation of a telephone conversation between your staff member and the licensing consultant or a letter from the consultant.

The provider is not eligible for reimbursement/approval during the time lapse if the provider is responsible for the delay in the new effective date.

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The Sponsoring Organization is responsible for monitoring registration/licensing status throughout the fiscal year.

If you have any questions regarding this memorandum, please do not hesitate to contact Ginger Czubak, (517) 335-2403 or [czubakg@michigan.gov](mailto:czubakg@michigan.gov).

MJM/glc

Attachment